2014-2015 MontCAS Test Security Agreement
Test Administrators—NCSC Alternate Assessment

I acknowledge that I will have access to the National Center and State Collaborative Alternate Assessment based on Alternate Achievement Standards (NCSC AA-AAS) for the purpose of administering the test. I understand that these materials are highly secure and it is my professional responsibility to protect their security as follows:

1. I understand that in order to administer the NCSC AA-AAS, I must complete the NCSC Online Test Administration Training Course with a minimum score of 80%.
2. I will administer the test items according to the Directions for Test Administration and the Test Administration Manual and understand that:
    a. providing assistance beyond what is described in the approved accommodations may result in the invalidation of the student's results;
    b. if a student needs an accommodation that is not listed in the TAM (non-standard accommodation), but that is described in the student's IEP, I will provide the accommodation for the NCSC AA-AAS Test;
    c. documentation of any changes to the administration of test items or non-standard accommodations must be entered in the online Student Administration Record (SAR) after testing.
3. I will maintain the security of all test forms and materials available through the secure Test Administration Portal (TAP). I understand that secure handling ensures the integrity, validity, and confidentiality of test items, prompts, and student results. I will not allow any unauthorized persons to access or view the NCSC AA-AAS content on the TAP.
4. I will maintain the security of any printed test materials including, but not limited to, directions for Test Administration, test-specific printouts, rubrics, and test forms printed out for students unable to engage online. I understand that I must
    a. maintain such materials in a secure, locked location,
    b. protect secure materials from view by other students, teachers, parents, school staff members, or individuals who may enter or work in the school building,
    c. ensure secure transport of testing material from building to building,
    d. not duplicate, reproduce, or share items,
    e. give any printed test forms or other printed material to the STC who will arrange for it to be securely shredded.
5. I will prepare and maintain a secure testing environment to include the following:
    a. administer the AA-AAS in a one-on-one setting, in an environment familiar to the student;
    b. administer the test only through the password-protected environment;
    c. restrict student access to resources that are explicitly identified in the Directions for Test Administration;
    d. limit viewing of the test items to only the student taking the NCSC AA-AAS and the certified, licensed, and trained TA administering the NCSC AA-AAS;
    e. remove electronic devices and photography technology that could jeopardize test content in the test-taking environment;

    f.   ensure a quiet test-taking condition, void of talking or other distractions.
6. I understand that I am directly responsible for immediately reporting any violation or suspected violation of test security or confidentiality.
    a.   I will immediately (the same day) report any test irregularity to my System Test Coordinator.
    b.   I understand that if I have a concern about ramifications from local reporting of a test irregularity, I may complete and submit a paper form directly to the State Assessment Director. A pdf copy is available online for this purpose:

        http://opi.mt.gov/pdf/Assessment/GetReady/14SpringConfTestIrregRpt.pdf

             It can be faxed or mailed to:
             Judy Snow, OPI State Assessment Director
             P.O. Box 202501, Helena, MT 2501 or FAX: 406-444-0743
             If you have questions, please contact Judy Snow, 406-444-3656 or jsnow@mt.gov

NOTE: This form must be returned to your System Test Coordinator before you will be able to access the NCSC Test Administration Portal.
By signing below I affirm that I have completely read, understand, and shall abide by this agreement.

Signature	Date
Print Name	
Position	
School/School Site	
School System	